

Job Description

Name:	
Job Title:	Independent Financial Adviser
Department:	DAFS
Line Manager:	Neil Edmondson - Financial Services Director
Line Management Responsibilities:	None

Aims and purpose of the job

To assist with the effective operation and promotion of David Allen Financial Services (DAFS) by achieving your individual objectives, promoting our services to generate new client relationships and ensuring your work is compliant and efficient at all times.

Generic Role Duties to include:

1.	To collect and collate personal financial data from clients and maintain your knowledge of key financial products, services, and regulations such that you can effectively advise clients regarding their financial affairs, offering practical solutions to assist them.
2.	To ensure that all work produced and presented is accurate, to the highest standard and in accordance with our compliance provider and the FCA.
3.	To maintain accurate records on the XPlan recording system.
4.	To ensure that you work to achieving your individual business target.
5.	To maintain regular client contact, contacting all clients allocated to you annually at a minimum and recording this.
6.	To ensure that all clients are looked after and receive the highest level of service.
7.	To build strong, professional relationships with clients and uphold the David Allen brand and reputation through all interactions with them to maximise referrals to market.
8.	To develop and introduce new client relationships outside of the practice into DAFS.
9.	To work with other departments as and when required, training and increasing the understanding of DAFS to encourage referrals.
10.	To communicate daily with your team so that you are aware of the position that work is at and any issues which may arise.
11.	To deal with all communications in a timely manner to ensure all are of a high professional standard, replying the same day where possible.
12.	To help look for ways to improve and develop the department and improve efficiencies.

Central duties

13.	To represent the business when required to ensure positive links, relations and networks.
14.	To show a commitment to diversity, equal opportunities and anti-discriminatory practices.
15.	To undertake personal development necessary to ensure effective performance in the role.
16.	To participate in relevant and appropriate training and development as required.

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| 17. | To demonstrate the David Allen values of ambition, professionalism, knowledge, integrity, and respect in the work you do and during your appointment. |
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Method of working

The David Allen Group expects all staff to work effectively, both as individuals and as part of a team, delivering high quality services and support to clients and staff. In doing so, the company expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

Public relations

Considerable importance is attached to the role the business plays in its various communities. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the business and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the line manager to meet changing circumstances or business needs. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.